



## ***Town of Easton***

225 Center Road Easton, Connecticut 06612

[www.eastonct.gov](http://www.eastonct.gov)

203-268-6291 FAX 203-268-4928

### **REQUEST FOR CONSULTING SERVICES**

#### **INSTRUCTIONS**

Proposals will be received at the Office of the First Selectman, 225 Center Road, Easton, CT 06612, until but no later than 3:00 pm, Monday, October 25, 2021.

1. Submit proposals in **duplicate** in a sealed envelope plainly marked to identify the proposal. A fee schedule for the services submitted in a sealed envelope separate from but included with the proposal.
2. The Purchasing Authority of the Town of Easton reserves the right to accept or reject any or all options, or proposals; to waive any technicality in any proposal, or part thereof, and to accept any proposal deemed to be in the best interest of the Town of Easton, Connecticut.
3. Proposals may be held by the Town of Easton for a period not to exceed thirty (30) days from the opening of the proposals (on October 25, 2021) for the purpose of reviewing the proposals and investigating the qualifications of the proposers prior to award.
4. It is the sole responsibility of the proposer to see that the proposal is in the hands of the proper authority prior to the proposal opening time.
5. The successful proposer will be required to post a Certificate of Insurance, with the Town of Easton named as additional insured, in accordance with the Town's Standard requirements. Any subcontractor to a contracted firm shall be likewise covered and shall furnish certificates of coverage acceptable to the Town before starting work. The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of as agreed to by the Town and the awarded firm.
6. Any questions please email Dr. David Bindelglass, First Selectman, at: [dbindelglass@eastonct.gov](mailto:dbindelglass@eastonct.gov)

## **Request for Proposal for Consulting Services – Development of an Affordable Housing Plan**

The Town of Easton seeks to engage a Consulting Planning firm to provide planning services for the development of Easton's Affordable Housing Plan. At a minimum, the proposal should address the following work to be completed:

1. Project Initiation and Kickoff Meeting
2. Review of Town Plans/Ordinances/Regulations and Assessment related to Affordable Housing
3. Data Analysis and Evaluation
4. Community Outreach and Survey (Minimum of 2 Community Meetings)
5. Development of the Town of Easton Affordable Housing Plan

Deliverables shall include the following:

- Two physical copies, a PDF, and Microsoft Word file of the final Town of Easton Affordable Housing Plan.
- A PDF and other associated electronic files documenting all community outreach
- A PDF and other associated electronic files collected for analysis

The proposal shall include a Proposed Project Schedule that identifies the work tasks to be completed and major milestones. It is anticipated that the project will take approximately 4 months to complete but shall not exceed 6 months.

The proposal shall address the communication strategy to be employed to ensure clear and effective communication with the community. The tools to be used (i.e. social media, town website/e-alerts, news media, printed material, survey, etc.) shall be addressed in the proposal. The number and style (i.e. public informational meeting, workshop, charrette, open house, etc.) of Community Meetings shall be addressed in the proposal. All communication and engagement shall ensure accessibility and equity for all and shall include those that may be currently underrepresented in the community.

The final Town of Easton Affordable Housing Plan shall, at a minimum, include a community values statement, history of affordable housing in Easton, housing needs assessment, land use and zoning assessment, housing marketing assessment, and plan principles, goals and actions.

The Town of Easton will create an Affordable Housing Committee that will aid in the development of the plan and community engagement.